

Spotlight




on Student Assessment and Accountability

What's New


April 23, 2015


Quick Links ... take you directly to articles

- Test Administration: Lessons Learned...
- M-STEP ELA: Lessons Learned...
- ELA Constructed Response Items
- M-STEP Mathematics: Equation Builder Help
- M-STEP Resumed Testing Policy
- We Appreciate Your Feedback
- Cancellation of Weekly Q&A for Test Administration Sessions
- Important Notice for Schools with 6th Graders Taking the Online M-STEP ELA with VSL 
- Verification of Answer Documents for Spring 2015 ACT and WorkKeys
- Accountable Students and Test Verification for the Spring 2015 WIDA
- Kindergarten Entry Assessment (KEA) Update
- FAME Project Now Accepting New Coach Applications
- Model K-8 Arts Assessments—Field Test

Important Dates and Reminders

Recently Asked Questions

Key:  information Tech Coordinators also need to know

 supports and accommodations information

Over **1,000,000**
test sessions completed!

*Thank you to students, teachers, and staff
for your dedication and hard work to make
M-STEP successful this year!*

Test Administration: Lessons Learned...

Overall, test administrations are going well throughout the state with over **1,000,000 completed online test sessions**. Having said that, there are several items we would like to bring to your attention:

- If your school is doing both online and paper/pencil testing, please ensure that the correct Classroom Activity (CA) is used with students. Both sets of CAs were included in initial material shipments. The online CA has ONLINE in the title.
- Please remember estimated testing times are just that – estimates. These estimates do not include preparatory tasks such as handing out test tickets, scratch paper, or paper/pencil answer documents and test booklets. The estimates do not include time needed to log into online tests, completing the first page of a paper/pencil answer document, or going through directions and sample items.
- Tests are untimed. Students must be provided time to complete tests. They also must be provided adequate breaks. In order to provide a more positive experience for students, online tests are no longer being locked at the end of the day. Students who require additional time may resume testing on another day. Please complete an *Incident Report* documenting students who will resume

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testing and the anticipated date that testing will take place. The *Incident Report* only needs to be completed once.

- Schools administering paper/pencil ELA tests may consider administering ELA Day 1 Session 2 before ELA Day 1 Session 1. ELA Day 1 Session 2 is the listening portion of the ELA assessment. The listening session (Day 1 Session 2) is administered with a script that keeps students progressing through the session at the same pace. During the ELA Day 1 Session 1, students need the opportunity to progress through the session at their own pace.

Please note: It is expected that ELA Day 1 is administered before ELA Day 2 (an exception would be a student who was absent when ELA Day 1 was administered). The ELA Day 2 is the Performance Task (PT) and must be administered in the following order:

- ▶ Classroom Activity, which may be administered up to three days in advance of the PT;
- ▶ ELA Day 2 Session 3, Part 1;
- ▶ followed by ELA Day 2 Session 3, Part 2.
- We are still receiving reports of students clicking the **END** button before actually completing the test. Please review the **Pause/Exit** instructions with Test Administrators and stress with students that **END** should only be clicked when the student is actually *done with the test*. If this does happen, please contact the Call Center at 877-560-8378, option 2, as soon as possible. The Call Center should be able to quickly get your student testing, if you call immediately. **Please note:** you will still need to file an *Incident Report* documenting the request, but the priority should be getting your student back online.

M-STEP ELA: Lessons Learned...

A few lessons have been learned during the first week of the ELA M-STEP:

- Test Length
- Item Functionality
- Constructed Response Items
- Performance Task Instructions

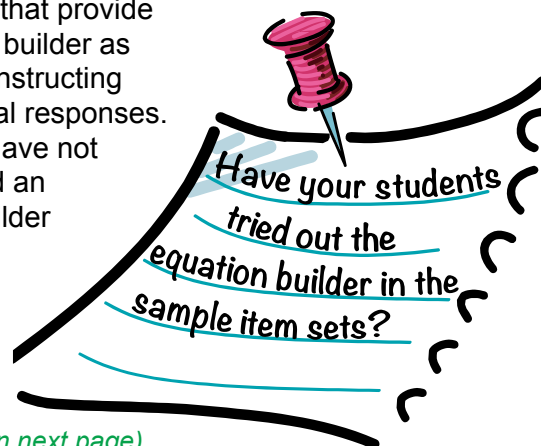
The ELA: Lessons Learned is posted on the M-STEP web page at www.michigan.gov/mstep under *What's New and Current Assessment Administration*. Please share this link with your colleagues.

ELA Constructed Response Items

It is important to note that the ELA assessment has only one full-write essay, and it is on the Performance Task, Part 2. All other constructed response items are intended to require brief responses; the 2-point scoring rubrics are designed based on the question being asked (the “stem”). Although the response area is shorter than some students expected, it is adequate for each of the constructed response items.

M-STEP Mathematics: Equation Builder Help

The online M-STEP mathematics assessments include some items that provide an equation builder as a tool for constructing mathematical responses. If students have not encountered an equation builder before, it is



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important to model the use of the tool so they are prepared to use it appropriately. To facilitate modeling, we have created instructions for using the tool which are located on the M-STEP web page at www.michigan.gov/mstep under *What's New*.

NOTE: These instructions may **not** be used by students during testing. They are for advance preparation only.

M-STEP Resumed Testing Policy

To provide additional flexibility to schools to meet student needs, MDE has decided to not lock tests at the end of the instructional day, allowing students to complete unfinished tests on another day if more time is needed.

If for any reason a student cannot complete a portion of the test during the scheduled time (online or paper/pencil), please see the *M-STEP Resumed Testing Policy Update* located on the M-STEP web page at www.michigan.gov/mstep under *What's New*.

This policy is in effect for the current testing windows (5, 8, and 11) and the upcoming testing windows:

- **4 and 7:** April 27 – May 15, 2015
- **3 and 6:** May 18 – June 5, 2015

NOTE: Schools with students who submitted incomplete tests prior to Thursday, April 16, 2015 may complete an *Incident Report* requesting those tests be unlocked. The individual student UICs and Test Sessions must be provided in the *Incident Report*.

We Appreciate Your Feedback

MDE is committed to working with you to ensure a positive test experience for your students, and the staff appreciates your patience and reporting of issues as they arise. Please continue to check the M-STEP web page at www.michigan.gov/mstep for additional

postings of updates and lessons learned. If you have questions or wish to report a problem, contact BAA at baa@michigan.gov, or contact the call center at 877-560-8378.

Important Notice for Schools with 6th Graders Taking the Online M-STEP ELA with Video Sign Language (VSL)

Educators planning to administer the online 6th grade M-STEP ELA assessment to students with the Video Sign Language (VSL) enabled for those students must contact the Office of Standards and Assessment (OSA) before assessing students. Please contact Jennifer Paul at 517-335-3967 for directions that must be explicitly followed at the time of this assessment.

Cancellation of Weekly Q&A for Test Administration Sessions

Due to low participation in recent sessions, the Office of Standards and Assessment is canceling the remainder of the Weekly Q&A for Test Administration sessions. If you have test administration questions, please email them to baa@michigan.gov or call 877-560-8378 Option 3.

Verification of Answer Documents for Spring 2015 ACT and WorkKeys

The Verification of Answer Documents function for Spring 2015 ACT and WorkKeys is now available on the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx> for review and will end on April 29, 2015 at 5:00 p.m. This is the only opportunity to verify all ACT and WorkKeys answer documents have been received by ACT and to submit missing test and missing student issues.

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In the past, the Secure Site has included Accountable Students and a verification of Not Tested window that provided the ability to view students that were enrolled according to the MSDS but were not tested and the ability to submit reasons for those students for ACT and WorkKeys. In the interest of saving schools and districts time and resources, for the 2014–15 school year, the Division of Accountability Services (DAS) will not be displaying the accountable students list nor requiring or providing the means for submitting “Not Tested” reasons for students who did not take the ACT or WorkKeys. You do NOT need to notify us in any way why a student did not take the ACT and/or WorkKeys for Spring 2015.

For high schools, the diagnostic 2014–15 Michigan School Accountability Scorecards that will be provided to schools and districts in late summer/fall of this year will NOT include participation or proficiency for the ACT and WorkKeys assessments. For high schools, the diagnostic Scorecards will only include participation and proficiency results from the M-STEP and MI-Access assessments.

It is our intent to provide a transparent participation report for ACT and WorkKeys separately and without accountability consequences when that data becomes available. The student enrollment used in this report will be based on enrollment in MSDS on March 27, 2015. If you wish to update your enrollment for this participation report, you can do so by submitting Student Record Maintenance (SRM) files in MSDS through April 29, 2015. If you do this, please keep in mind we are only pulling the data with an “as of date” on or before March 27, 2015.

You can find instructions for Verification of Answer Documents for ACT and WorkKeys at http://michigan.gov/mde/0,4615,7-140-22709_57003---,00.html under the *Quick Reference* section.

Accountable Students and Test Verification for the Spring 2015 WIDA

The Accountable Students and Test Verification is now available for the Spring 2015 WIDA on the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx>. At this time, only the Accountable Students part of the function is available for review. The Verification of Answer Documents and Not Tested portions of this process are expected to be available mid-May.

The list on the Secure Site includes students identified in an LEP program and not exited as proficient by the end of the previous school year. When reviewing the list it is important to note a few things:

You may need to enlist the help of your district MSDS person (usually the student pupil accounting person).

1. The list of students is based on the enrollment in MSDS on March 27, 2015. Student demographics are based on the Fall and Spring MSDS General Collection and Student Record Maintenance (SRM) files submitted with an “as of date” on or before March 27, 2015.
2. If a student was identified as LEP in a previous district and not exited as proficient by the end of the last school year, they will continue to show as LEP, even if your district was not the one that submitted them.
3. If a student is not identified in MSDS as LEP and was assessed with the WIDA ACCESS assessment, the scores will be invalidated – unless that is corrected in MSDS by April 29, 2015 with an “as of date” on or before March 27, 2015.
4. If an LEP student is not identified in MSDS as a Student with Disabilities and was assessed with the WIDA Alternate ACCESS assessment, the scores will be invalidated – unless that is corrected in MSDS by April 29, 2015 with an “as of date” on or before March 27, 2015.

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5. If a student was incorrectly identified as LEP by your district or any other district, it is too late to make that correction for this school year. You should work with your district MSDS person to ensure they are removed in MSDS from LEP services in the MSDS End of Year Collection.

All changes in MSDS for the Spring 2015 WIDA reporting and accountability must be completed by 5:00 p.m. on April 29, 2015.

You can find instructions for Accountable Students & Test Verification for the Spring 2015 WIDA at http://www.michigan.gov/mde/0,4615,7-140-22709_57003---.00.html under the *Quick Reference* section.

If you need additional assistance, please contact us at 877-560-8378 and press option 3 or email baa@michigan.gov.

Kindergarten Entry Assessment (KEA) Update

Information about plans for the 2015–16 KEA and summer professional learning opportunities sponsored by MDE for kindergarten teachers will be sent out in the Thursday, April 23, 2015 e-blast as a joint communication from Deputy Superintendents Venessa Keesler (Accountability Services) and Susan Broman (Office of Great Start). During the week of April 27th, district superintendents and elementary principals will receive a district registration survey to confirm their district's and teachers' participation in next year's KEA.

This learning opportunity will focus on developmentally appropriate kindergarten practices aligned to Michigan's Standards as well as the KEA's TS Gold System. Additional information will be available in mid-May.

For more information about the KEA please call 1-877-560-8378, option 6 or send an e-mail to baa@michigan.gov with **KEA** in the subject line.

FAME Project Now Accepting New Coach Applications

Deadline is May 1, 2015

The Formative Assessment for Michigan Educators (FAME) project is entering its 8th year and is seeking interested educators who would like to lead a learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process, rather FAME coaches are learners along with their learning team.

More information on the FAME project and access to the 2015–16 New FAME Coach Application is available on the DAS Formative Assessment Process page at www.michigan.gov/formativeassessment under *What's New*. The deadline to apply is Friday, May 1, 2015. If you have questions regarding FAME, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

Model K-8 Arts Assessments—Field Test

MI Arts Educators are invited to participate in a field test of **performance tasks and events** – designed for music, visual arts, theatre, and dance K–8 teachers.

- These measures are commissioned by the MDE, intended for **voluntary use**.
- They are designed to be **nested in instructional plans—curriculum—embedded performance assessments**.
- Field-testing occurs October 2015 – April 2016.
- Participating in the field test can be **superior arts assessment professional learning** for interested/willing educators.
- **Registration is open NOW**. Information on the field test and how to register is located on the MI-Arts wikispace at <http://mi-arts.wikispaces.com/home>.

Important Dates and Reminders

Upcoming important dates, recent topics, etc.



April 2015

M-STEP

- **NOW – April 27, 2015—Grades 5, 8, and 11:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*
- **April 13 – May 1, 2015:** M-STEP testing window for grades 5 and 8
- **April 13 – June 5, 2015:** M-STEP testing window for grade 11
- **NOW – May 11, 2015—Grades 4 and 7:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*
- **April 27 – May 15, 2015:** M-STEP testing window for grades 4 and 7

MI-Access

- **NOW – May 22, 2015:** Paper/pencil materials not ordered previously can now be ordered on the Additional Materials Order screen on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.**

Note: For ALL MI-Access FI students being assessed in ELA: Expressing Ideas, this test is available **only** in a paper/pencil format. Materials must be ordered through the Secure Site.

Reminder: Expressing Ideas is now assessed in all grades.

- **April 13 – May 29, 2015:** MI-Access testing window for all grades

M-STEP and MI-Access

- **NOW:** eDIRECT is available for District and Building Coordinators to manage test sessions, set individual student supports and accommodations, and print test tickets. Supports and accommodations must be selected in eDIRECT before printing test tickets for the applicable students. **Printed test tickets are SECURE materials.**

May 2015

M-STEP

- **May 4 – June 1, 2015—Grades 3 and 6:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*
- **May 18 – June 5, 2015:** M-STEP testing window for grades 3 and 6

► To access previous Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

Recently Asked Questions

How do I check the testing status of my online students?

There are multiple ways in which to check student testing status in eDIRECT, depending on what you would like to see. For an explanation of the various ways to check student status, please see the *Checking Student Testing Status* document found at <http://tinyurl.com/checkteststatus>. This document (for all administrations) and a mini-module (for M-STEP) can also be downloaded from eDirect → *Documents* at <https://mi.drcedirect.com>.

Are students required to enter a label in the mathematics response?

Items with the **Equation Builder** do not require a label. Only the numeric value of the response will be scored for mathematics items using the **Equation Builder**. If a label is entered it will NOT count against the student.

► Prior Recently Asked Questions can be found at http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.